

3 December 1957

MEMORANDUM FOR THE RECORD

Subject: CHANGE IN PROCEDURE FOR THE TRANSMITTING OF VITAL MATERIALS
TO THE REPOSITORY

1. Effective immediately, all Special Vital Materials will be picked up from the OCI Registry, 2055 Que Building, each Friday morning, by one of the Record Center couriers.

2. The Courier will compare the deposit number of each envelope or package with the appropriate number listed on the receipt form prepared in duplicate by the OCI Registry.

3. When satisfied that he has all envelopes and packages listed, he will sign the original of the receipt form and leave same in the OCI registry.

25X1A9a 4. He will then place the yellow, blue and pink copies of the transfer slips, and the duplicate of the receipt form, in the envelope addressed to Mr. [REDACTED]. Upon arrival at the Repository, Mr. [REDACTED], or one 25X1A9a of his assistants will check the envelopes or packages with the receipt and sign the duplicate copy. This copy will be filed in the Record Center.

5. After Repository personnel have checked each item contained in the envelopes or packages against the individual item descriptions on the transfer slips they will sign the yellow copies (official receipt) and envelope these for the respective offices as follows:

25X1A9a	OCI - Mrs. [REDACTED]	055 Que Building	
	OCI - Mrs. [REDACTED]	, 1701 [REDACTED] Hall	25X1A6d
	ORR - Miss [REDACTED]	2122 M Building	
25X1A9a	OCR/SR - Mr. [REDACTED]	, 1249 Que Building	
	DD/I - Miss [REDACTED]	354 Admin. Building	

25X1A9a The above envelopes will be assembled and placed under one cover, addressed to OCI Registry, 2055 Que Building and marked "DIRECT DELIVERY". The envelope containing these receipts will be hand carried to OCI Registry, 2055 Que. The pink copies will be signed by Mr. [REDACTED] and returned to Records Management Staff, Room 567, [REDACTED] H. Street.

25X1A6d

[REDACTED] 25X1A9a